

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 12/15/2015	(3) CONTACT/PHONE Jon Griesser, Supervising Planner / 805-781-5611 and Tami Douglas-Schatz, Director, Human Resources / 805-781-5959	
(4) SUBJECT Request to approve: 1) contract renewals to the Energy Watch Partnership Program contracts for \$633,500 to extend the PG&E contracts through the calendar year of 2017 and the SoCalGas contract through the calendar year of 2016; 2) a contract renewal to the emPower Program contract for \$204,522 to extend through the calendar year of 2016; and 3) a resolution amending the Position Allocation List for corresponding Limited Term positions for Fund Center 142 – Planning and Building. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors: <ol style="list-style-type: none"> <li>1. Approve the attached contract renewals for the calendar years of 2016 and 2017; and</li> <li>2. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to delete one Limited Term Planner I – III position and one Limited Term Supervising Planner position, add one Limited Term Building Inspector I – III for 12 months and one Limited Term Senior Planner position for 24 months, and extend one Limited Term Administrative Assistant I – III position for 12 months and one Limited Term Planner I – III position for 24 months and one Limited Term Senior Planner position for 24 months.</li> </ol>			
(6) FUNDING SOURCE(S) PG&E, SoCalGas	(7) CURRENT YEAR FINANCIAL IMPACT \$419,011 - Budgeted	(8) ANNUAL FINANCIAL IMPACT \$838,022	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: <u>12/18/12, 3/11/2014, 4/1/2014, 4/22/2014, 12/2/2014, 12/9/2014, 8/11/2015</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Jon Griesser, Supervising Planner

VIA: Trevor Keith, Deputy Director, Policy and Programs

DATE: 12/15/2015

SUBJECT: Request to approve: 1) contract renewals to the Energy Watch Partnership Program contracts for \$633,500 to extend the PG&E contracts through the calendar year of 2017 and the SoCalGas contract through the calendar year of 2016; 2) a contract renewal to the emPower Program contract for \$204,522 to extend through the calendar year of 2016; and 3) a resolution amending the Position Allocation List for corresponding Limited Term positions for Fund Center 142 – Planning and Building. All Districts.

## **RECOMMENDATION**

It is recommended that the Board of Supervisors:

1. Approve the attached contract renewals for the calendar years of 2016 and 2017; and
2. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to delete one Limited Term Planner I – III position and one Limited Term Supervising Planner position, add one Limited Term Building Inspector I – III for 12 months and one Limited Term Senior Planner position for 24 months, and extend one Limited Term Administrative Assistant I – III position for 12 months, one Limited Term Planner I – III position for 24 months, and one Limited Term Senior Planner position for 24 months.

## **DISCUSSION**

Energy Watch is a partnership amongst the County of San Luis Obispo (County), Pacific Gas and Electric Company (PG&E), Southern California Gas Company (SoCal Gas), and participating Cities and Community Service Districts (CSD). Energy Watch is a comprehensive program that provides information and energy management service to targeted customers regarding energy use and cost associated with facilities and infrastructure. The emPower Program is a tri-County effort with San Luis Obispo, Santa Barbara, and Ventura Counties that was developed to help homeowners countywide overcome obstacles to making energy efficiency and cost saving improvements to their homes. By making residential home energy efficiency projects easier and more affordable through incentives, financing, qualified contractors and expert energy advice, emPower helps homeowners lower utility bills and be more comfortable in their homes.

Contract renewals are typical for both programs. For the Energy Watch Partnership Program, the Board of Supervisors is being requested to approve three contract renewals – two from PG&E (Attachments 1 and 2) and one from SoCalGas (Attachment 3). For the emPower Program, the Board of Supervisors is being requested to approve one contract renewal from the County of Santa Barbara (Attachment 4). With each subsequent program cycle, the scope of the Energy Watch Partnership and emPower Programs evolve and grow to address the needs of more customer segments in San Luis Obispo County. In 2016, Energy Watch Partnership staff will develop and implement a Municipal Energy Management Program targeting the seven incorporated Cities in the county; and manage a growing number of complex energy efficiency projects for various local government agencies including Community Service Districts and the County itself. In 2016, emPower staff will increase our contractor training and support efforts, particularly regarding rebate assistance, and

continue to improve our homeowner education and technical assistance. For a full description of the Energy Watch Partnership and emPower Programs, please see Attachments 6 and 7.

Expanding scopes, new programs and continuous improvement, combined with increased budgets and current vacancies, have required the Planning and Building Department to re-evaluate our staffing needs. Therefore, the Department is requesting to change 1.0 FTE vacant Limited Term Planner I – III to 1.0 FTE Limited Term Building Inspector I – III for the emPower Program and change 1.0 FTE Limited Term Supervising Planner to 1.0 FTE Limited Term Senior Planner for the Energy Watch Partnership Program. The justifications for the staffing changes for each program are included below.

Energy Watch

In coordination with other organizational departmental staffing changes, the Department re-evaluated Energy Watch Partnership staff needs. The department is requesting to change 1.0 FTE Limited Term Supervising Planner to 1.0 FTE Limited Term Senior Planner to better accommodate new program development and management needs, as well as project management needs resulting from a growing number of complex energy efficiency projects for various local government agencies. In addition to sound program and project management experience and training, relevant experience and/or education pertaining to energy efficiency and management is needed. The Senior Planner will likely be supervising project staff over time and will definitely be supervising consultant and/or contract staff.

emPower

For the emPower Program, the Department is requesting to change 1.0 FTE vacant Limited Term Planner I – III to 1.0 FTE Limited Term Building Inspector I – III to better accommodate and anticipate an increased emphasis on contractor training and recruitment. The program’s contractor and training support services will include home energy assessment testing, Energy Upgrade California rebate processing, in-the-field best practices coaching, classroom-style training events, building code compliance, green building focused sales training, and business model development. These trainings and services, many of which will occur off-site, require experience, certification, and skills more commonly associated with a Building Inspector I – III job classification than a Planner I – III job classification.

These requested changes to the Energy Watch Partnership and emPower Programs will allow us to better serve our customer needs, meet our energy reduction goals, and manage a growing portfolio of complex energy efficiency projects that demand a more technically qualified staff with specific, energy related core competencies. The cost impacts of the additions and deletions are shown in the table below. The Department is also requesting to extend 1.0 Limited Term Administrative Assistant I – III position for the emPower Program, and 1.0 Limited Term Planner I – III position and 1.0 Limited Term Senior Planner position for the Energy Watch Partnership Program. As stated in the “Financial Considerations” section of this staff report, no budget adjustment is needed at this time.

Classification	Position	Program	Salary (Six Months)	Benefits (Six Months)	Total	FTE
ADD	LT Senior Planner	Energy Watch	\$38,438	\$21,012	\$59,450	1.0
DELETE	LT Supervising Planner	Energy Watch	(\$41,829)	(\$22,151)	(\$63,980)	(1.0)
ADD	LT Building Inspector I - III	emPower	\$31,179	\$18,010	\$49,189	1.0
DELETE	LT Planner I - III	emPower	(\$34,861)	(\$19,533)	(\$54,394)	(1.0)
<b>NET</b>					<b>(\$9,735)</b>	<b>0.0</b>

**OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed and approved the contracts as to legal form and content. The Administrative Office has been consulted on energy staffing options. The Human Resources Department has reviewed the proposed duties to verify the proper classifications and has prepared the resolution to amend the Position Allocation List.

## **FINANCIAL CONSIDERATIONS**

The current Energy Watch Partnership Program contracts with SoCalGas and PG&E are being increased and extended through December 31, 2016 and December 31, 2017, respectively. For the calendar year 2016, the Planning and Building Department will receive \$633,500 from PG&E and SoCalGas to administer the Energy Watch Partnership Program and support the following activities:

Administration	\$63,000
Marketing	\$10,000
Direct Implementation	\$423,700
Strategic Energy Resources	\$136,800
<b>TOTAL</b>	<b>\$633,500</b>

The current emPower Program contract with the County of Santa Barbara is being increased by \$204,522 and extended through December 31, 2016. These additional funds received by the Planning and Building Department are to be expended to support the following activities:

Administration	\$23,250
Workforce Education and Training	\$115,750
Marketing, Education, and Outreach	\$45,272
Implementation	\$20,250
<b>TOTAL</b>	<b>\$204,522</b>

A portion of the contract renewal amounts was incorporated into the FY2015 – 16 adopted budget. The remainder of the change will be reflected in the FY2016 – 17 proposed budget. The requested PAL changes will create a salary savings of approximately \$9,735 for the remainder of the Fiscal Year 2015 – 16 (January – June) as shown in the table in the “Discussion” section of this staff report. Going forward, all expenses associated with the Energy Watch Partnership and emPower Programs will continue to be revenue offset by the revised contracts.

## **RESULTS**

The contract renewals will allow the Department to complete our ongoing obligations to the Energy Watch Partnership and emPower Program contracts. The Energy Watch Partnership Program will reduce energy use, demand, and cost, and decrease greenhouse gas emissions for local government agencies and small-to-medium businesses in San Luis Obispo County. The emPower Program will educate and assist homeowners with energy efficiency projects and support and train our local contractors through the calendar year of 2016. These limited term positions will run concurrently with the emPower and Energy Watch Partnership Program contracts. Approving the requested PAL changes will allow the Department to develop and implement a Municipal Energy Management Program, manage a growing number of complex energy efficiency projects for various local government agencies, and increase our homeowner education and assistance and contractor training and support efforts. The Energy Watch Partnership and emPower Programs are consistent with the County’s vision statement and communitywide results of a healthy, livable, and prosperous community.

## **ATTACHMENTS**

1. Attachment 1 - PG&E Energy Watch Partnership Contract Renewal - MSA
2. Attachment 2 - PG&E Energy Watch Partnership Contract Renewal - CWA
3. Attachment 3 - SoCalGas Energy Watch Partnership Contract Renewal
4. Attachment 4 - emPower Program Contract Renewal
5. Attachment 5 - Resolution amending the Position Allocation List for Fund Center 142
6. Attachment 6 - Energy Watch Partnership Program Overview
7. Attachment 7 - emPower Program Overview